



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 2/82		Georgia Department of Education Personnel Office Room 257, State Office Building Atlanta, GA 30334	Application Number 82-50	
Application Number			Date Received MAR 2 1982	Date Completed MAR 10 1982
2. Person to Contact Corban H. Sanders		Working Title Personnel Director	Telephone Number 656-2510	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1978 Latest Present		5. Records Series Title (followed by title used in office, if different) Position Recruitment File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Education Personnel Office provides for development and administration of the department personnel program through assuring a staff competent to achieve department goals and objectives; assuring that personnel actions are in accordance with applicable regulations and laws; and by preparing, processing, and maintaining records of personnel actions.				
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Recruiting personnel for available DOE positions. Requests to initiate recruitment prepared by the Division Director; work sheets identifying actions taken by Personnel Office staff; work sheets for applicants contacted, interviewed, or otherwise considered; and summary of recruitment and selection procedures by the unit supervisor.		
File is arranged: Numerically				
8. Monthly Reference Rate One to six months old <u>75</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>7 to 10</u> ; twenty-five months and older <u>very seldom</u> ?		How often are records referred to which are:		
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. File contains confidential information concerning applicants and employees.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	2 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. 29 CFR 1602.31

Office reference.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:
☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*In the event a charge of discrimination or suit has been filed, these records must be retained until final disposition of the charge or action.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. H. H. Wegman Culp</i>	3/1/82	Walker L. Baumgardner	3/1/82
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	3-7-82
		Secretary of State/Designee	3-8-82
		Attorney General/Designee	3-10-82